

**STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES**

ACCOUNTING POLICY

TOPIC: Section 7--Payroll 9.0	EFFECTIVE DATE: 1/3/95
TITLE: Manual Payroll Checks	REVISION DATE:
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BACKGROUND

Manual payroll checks to employees of the Department of Health and Social Services are required in a number of circumstances:

1. Supplemental Paychecks are generated when time reports are submitted too late for normal processing. They are also necessary when a system-generated check has errors and must be re-deposited.
2. Various circumstances, including death or disability of an employee or ineligibility due to insufficient hours worked, make it necessary to issue a manual check to refund the employee share of a fringe benefit premium, such as health or life insurance or Wisconsin Retirement System payments.
3. Electronically deposited payroll funds (ACH transfers) are returned by the receiving financial institution because of an account being closed, or because the State Treasury issues a stop payment order. Manual replacement checks are often needed in these instances. When a financial institution rejects an ACH transfer, they notify Firststar Bank which, in turn, notifies DOA Central Payroll. Central Payroll notifies the Bureau of Personnel and Employee Relations (BPER), where action is initiated, to issue a replacement check, if needed.

POLICY

Supplemental Paychecks, Manual Fringe Refunds, and ACH Replacement Checks shall be processed and issued in an accurate and timely manner by DHSS payroll and fiscal staff. Staff shall take appropriate actions to limit the need for manual payroll checks.

PROCEDURES

A supplemental bulletin describes procedures to be used by Department of Health and Social Services personnel in documenting and preparing Supplemental Paychecks, Manual Fringe Refunds, and ACH replacement checks.

The process of generating Supplemental Paychecks and Manual Fringe Refunds begins with the employee's own Payroll and Benefits Specialist either in the employing unit or in BPER. The Payroll and Benefits Specialist generates and reviews various forms and forwards them to BPER. BPER forwards them to the Payroll Financial Specialist in the Institution and Administrative Accounting Section of the Bureau of Fiscal Services (BFS), where the actual check preparation is initiated and the documentation is filed.

Detailed procedures for all three transaction types are described in **Payroll 9.0 Supplement (Manual Payroll Checks)**, available from Ken Thyberg (see contact person below).

REFERENCES

DOA State Accounting Manual and Related WiSMART Training Materials
Central Payroll On-Line Users Manual
Central Payroll Users Manual
FMS Manual

CONTACT PERSON

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